

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **C-205**

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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5. **PROPERTY INVENTORY FILE (Continued)**

and an inventory is maintained for the useful life of the equipment. Property acquired by County funds alone involves primarily surplus property purchased for other County agencies and for the volunteer fire departments. Such property is written off the books every two years.

RECOMMENDATION: (A) RETAIN INVENTORY OF MATERIAL PURCHASED WITH MATCHING FUNDS FOR LIFE OF PROPERTY; (B) RETAIN INVENTORY OF SURPLUS PROPERTY WITH ACQUISITION COST OF LESS THAN \$2500 FOR THREE YEARS AND THEN DESTROY AFTER PERMISSION IS RECEIVED FROM THE MARYLAND CIVIL DEFENSE AGENCY; (C) RETAIN INVENTORY OF SURPLUS PROPERTY HAVING AN ACQUISITION COST OF OVER \$2500 FOR THE LIFE OF PROPERTY AND THEN DESTROY AFTER RECEIVING PERMISSION FROM THE MARYLAND CIVIL DEFENSE AGENCY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

SEP. 19 1961

Andrew W. H. Jr.

SECRETARY